



## APPLICATION TO ACCESS INFORMATION

### Information Act Section 18

Use this form if you want to apply to access information held by Batchelor Institute of Indigenous Tertiary Education.

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### SECTION 1 – EMPLOYEE ENQUIRY INFORMATION

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Surname	Date requested
First name	Phone/extension
Email address	
Postal address	

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### SECTION 2 – ENQUIRY DETAILS

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Institute department that holds the information you require  
Date requested  
Describe the information you require

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### SECTION 3 – PREFERRED FORM OF ACCESS

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Preferred form of access:  Copies  Inspection  Electronic copy  
 Other, specify

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## SECTION 4 – APPLICATION AND PROCESSING FEES

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### Application fee

Application fee is \$30. Please tick relevant box.

If your Application is only for records that contain personal information about you, there is no Application fee. But if your Application is for information that is not about you, or for a mix of non-personal and personal information, you must pay an Application fee. In some cases, the fee may be waived or reduced.

- I limit my Application to records that contain personal information about me (No Application fee)
- I attach a \$30 cheque / money order / receipt\* for the Application fee
- I attach a completed Application to Waive/Reduce Fees form in relation to the Application fee.

### Processing fee (please tick if relevant)

A processing fee may be charged to cover costs of processing the Application. If your Application is only for records that contain personal information about you, the processing fee is more limited. In some cases, the fee may be waived or reduced.

- I understand that I may have to pay a processing fee in relation to the Application.
- I attach a completed Application to Waive/Reduce Fees form in relation to the processing fee.

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## SECTION 5 – IDENTIFICATION

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### Identification (please tick if relevant)

The organisation needs proof of your identity. You may attach a copy of an identification document (eg. driver's licence, passport, etc) if you are posting or faxing this form. If you are applying in person to the organisation, you may produce your identification document to an official, or they may be able to confirm your identity in some other way. If the organisation needs more, it will contact you.

- I attach a copy of an identification document

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## SECTION 6 – SIGNATURE

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Signature

Date

### Notes

#### Privacy

*The Information Act requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the organisation to process your Application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your Application. If you want to discuss privacy issues, you may contact the Privacy Officer within the organisation.*

#### More information

*For more information about access to NT government information under the Information Act you can visit [www.infocomm.nt.gov.au](http://www.infocomm.nt.gov.au), or contact the Office of the Information Commissioner —phone 1800 005 610 or (08) 8999 1500, fax (08) 8981 3812, email [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au), or post PO Box 3750, Darwin NT 0801.*

*For help filling out this form, contact Batchelor Institute of Indigenous Tertiary Education Privacy Officer – phone (08) 8939 7345 or the organisation that holds the information you want (for details, contact Batchelor Institute on (08) 8939 7345).*